

9 MAY 1980

MEMORANDUM FOR: Deputy Director for Administration

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FROM:

Chief, Information Services Staff

SUBJECT: ISS Weekly Report (1-7 May 1980)

Records Management Division

RMD's CARS Task Force published its "Guidelines for Automating Registries" and submitted to Chief, ISS a report on task force activities and recommendations for the future. The task force has been discontinued and the employees who were on loan from ODP and OCR have returned to their components.

Chief, Records Systems Branch chaired the first meeting of the APEX Subgroup #3 which was established to determine if a single interagency receipt can be established for APEX. No firm decisions were made at this initial meeting.

Regulations Control Division

RCD processed 19 regulatory issuances during this reporting period and responded to numerous requests for previously published notices, regulations, and handbooks.

Classification Review Division

CRD processed approximately 19,000 pages of material and declassified 11.5 percent.

After a preliminary screening of 265 boxes of FBIS material from the 1940s, CRD has decided that the material had been declassified prior to E.O. 12065 by the Director, FBIS and did not require current review. RMD will be consulted regarding the disposition of these records for

possible transfer to NARS which will free valuable storage space at the Archives and Records Center.

Information and Privacy Division

A separate report is attached.

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Attachment

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8 May 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (1-7 May)

1. The Week in Review

	<u>1-7 May</u>	<u>1980 Weekly Average</u>
a. New cases logged	56	62.4
b. Cases closed	72	53.5
c. New appeals logged	3	2.1
d. Appeals closed	0	2.1
e. Manpower (man-weeks)	146.9	120.2

2. Current Backlogs

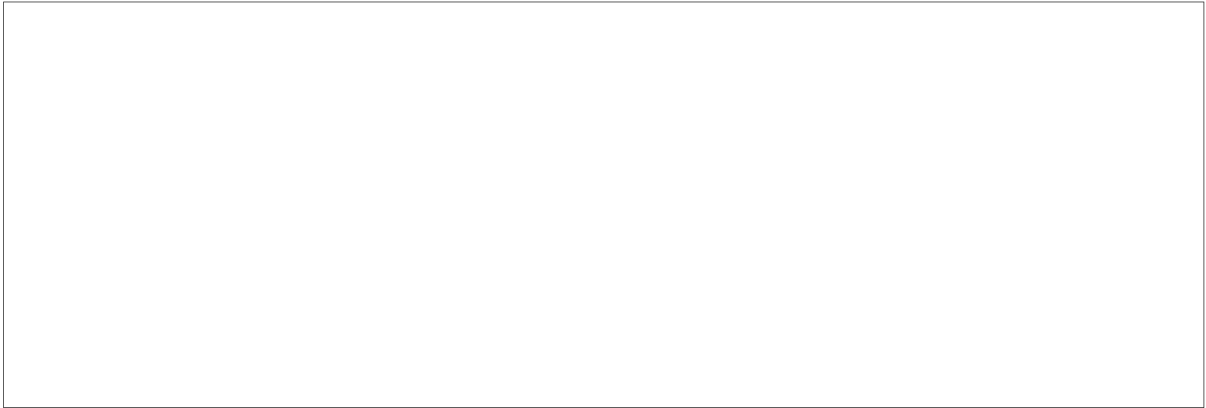
- a. Initial requests - 2819
- b. Appeals - 417

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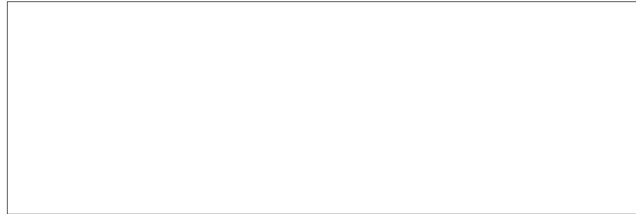
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5. Analysis

We have logged 38 new appeals thus far in CY 1980. This figure is very close to the total logged through 9 May of last year, when we had received 37 appeals. There is one significant change, however. All of the 37 appeals logged in the first part of 1979 involved the denial of records, whereas 15 of the appeals we have received in 1980 have resulted from our failure to respond to requests in a timely manner.

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